

## Human Resources- Employee References.

<b>Purpose</b>	The CCG holds personal and confidential information of its staff for providing employee references
<b>Type of information Used</b>	Identifiable: Personal (such as name, address, date of birth) and Special Category (health, racial or ethnic origin information)
<b>Legal basis</b>	GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority GDPR Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment...social protection law in so far as it is authorised by Union or Member State law.
<b>How we collect (the source) and use the information</b>	The CCG uses information for the purposes of providing references to recruiting organisations, where they demonstrate consent has been provided.
<b>How long we will keep the information</b>	Review with intention to destroy from the provision of reference plus 1 year.
<b>Who we will share the information with (recipients)</b>	The CCG shares information with a variety of organisation and individuals for a number of lawful purposes including: <ul style="list-style-type: none"> <li>• Disclosure of job applicant details - e.g. to named referees for reference checks.</li> </ul>